

**Spay/Neuter Program
Performance Review Committee meeting
DDA
10.30.08
1:00 pm**

Attendance

Ruth Campbell	Murrey Goldthwaite	Heather Hirst	Lisa Tanielian
Anne Cavanaugh	Donna Gordon	Kristin Mondeaux	
Mark Davis	Anne Gryczon	Jane Pierantonzzi	
Kathy Gallagher	Caroline Hughes	Debbie Schwartz	

OPENING REMARKS: (Kathy Gallagher)

- Welcome to everyone.
- Roll Call.
- Approval of 9/25/08 Minutes: Motion passed unanimously
- Introduction of Dr. Heather Hirst – State Veterinarian

NEW BUSINESS

Mailings – DSS (Lisa Tanielian)

- Ruth Campbell checked on the possibility of being added to one of the DSS mailings. She was told that they currently are not sending mailings, but an offer has extended by Barbara Hanson, Deputy Director of DSS to the group to produce mailing labels, mail cards out, and cover the cost of postage. The Spay/Neuter Program would be responsible for the cost of printing the postcards. The estimate on the number mailings was 70,000.
- Additional discussion regarding other potential means to promote program:
 - Air base – Kristin Mondeaux will get a contact name that we can send posters and information to.
 - Kristin also suggested using business cards due to the number of people that pick up the information out at the DSS centers as a less expensive alternative to brochures.
 - Other potential places to target posters or cards – Red Cross, Goodwill stores, senior centers, Salvation Army, food banks, town halls, supermarkets, newspapers like the base paper & the Guide, colleges.

Letter to Veterinarians (Lisa Tanielian)

- It was suggested that the letter be revised to just include the provider participation information in the letter and move the details about the program goals, rabies surcharge and tax credit. The revisions will be made prior to being sent out.

Press Conferences - November 13, 2008 - (Lisa Tanielian, Jane Pierantozzi, Kathy Gallagher)

- Senator Blevins & Senator Spence are expected to attend the New Castle even. Murrey will provide legislator names in the Kent area. Donna will provide legislator names in the Sussex. Lisa will contact legislators for Kent & Sussex.

Revision of Forms for Invoices and Complications Addendum – (Lisa)

- Per the discussion of the previous meeting, standard complications were added to the invoices at \$25 per complication, with a limit of 2 complications for an individual animal.
 - Motion to accept agreements made by Donna Gordon, seconded by Murrey Golthwaite. Passed unanimously.

Statistical Worksheets for Future Data (Anne Cavanaugh)

- Further discussion on what statistics the shelters will track going forward. It was discussed that tracking certain breeds makes the worksheet, so it was discussed that columns contain the breakdown of the following – dog, cat, puppies, kittens, feral/stray, youth/adult.

December PRC meeting – (Kathy)

- It was agreed that the December will be skipped depending on results of the November 20 meeting

ANNOUNCEMENTS

Next Meeting: Thursday, November 20th, 2008, 1:00 PM.

MEETING ADJOURNED